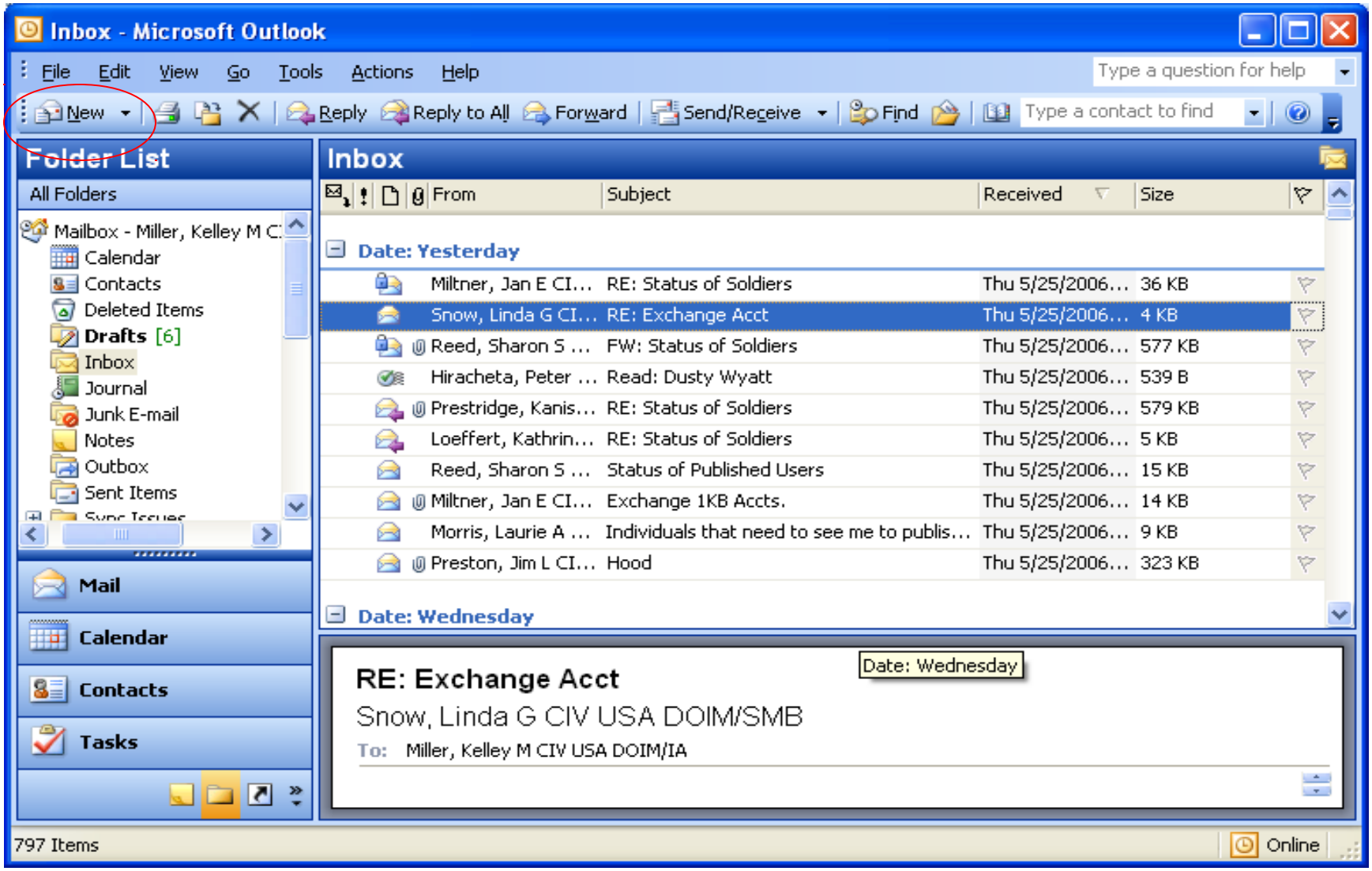
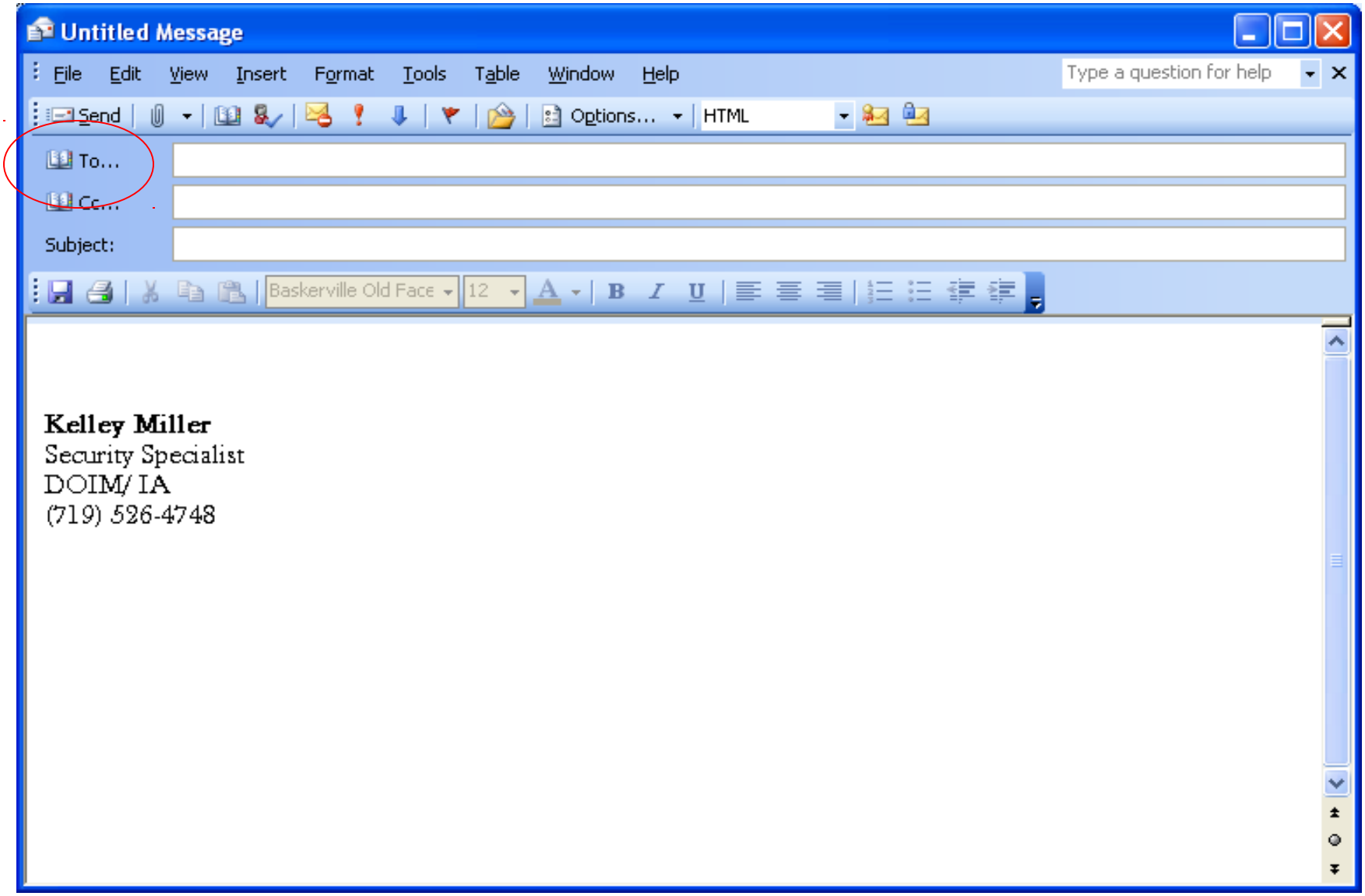
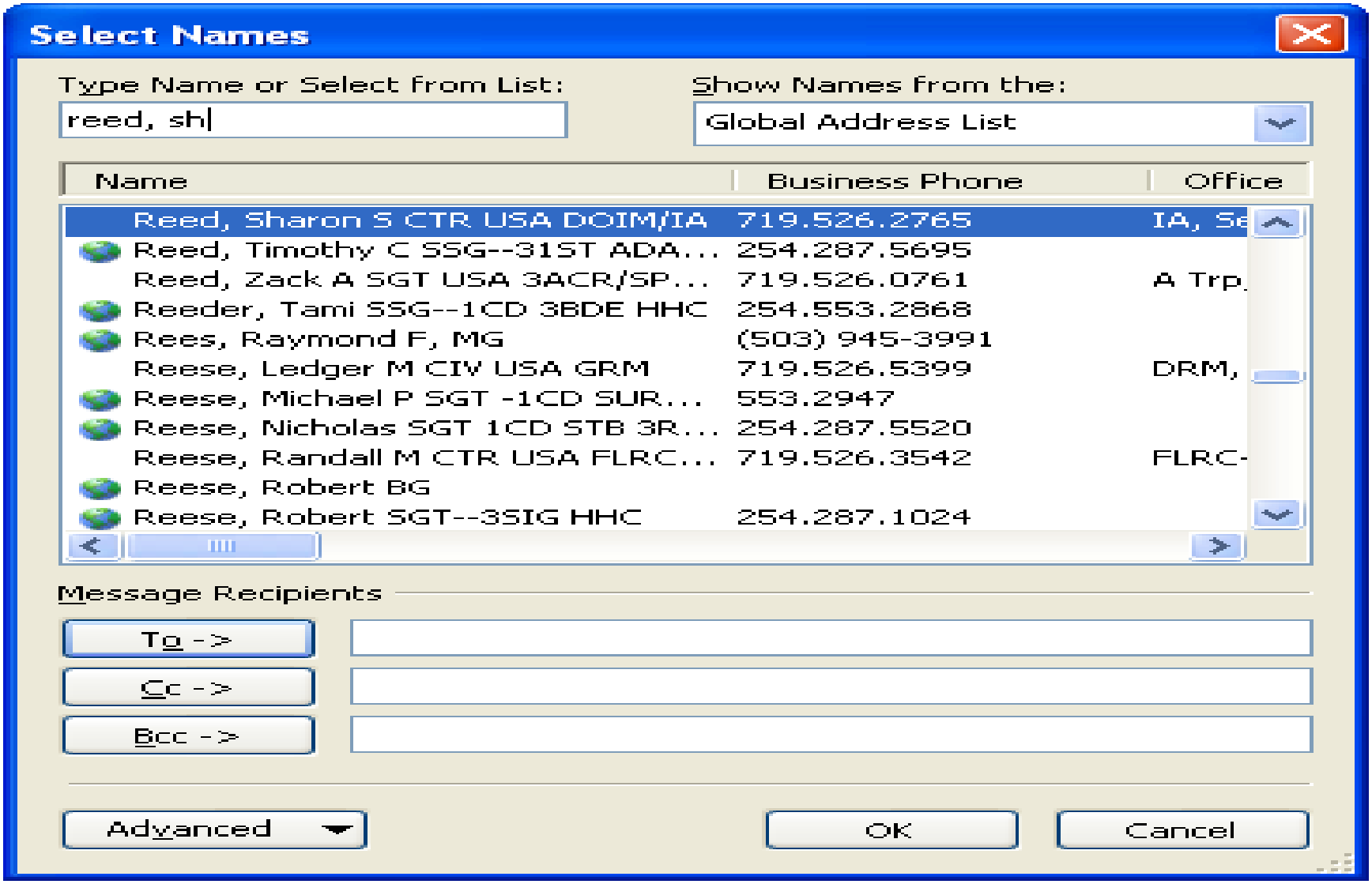
How to Digitally Sign and Encrypt e-mail


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Type a question for help
New
Reply
Reply to All
Forward
Send/Receive
Find
Type a contact to find
Folder List
All Folders
Mailbox - Miller, Kelley M C
Calendar
Contacts
Deleted Items
Drafts [6]
Inbox
Journal
Junk E-mail
Notes
Outbox
Sent Items
Mail
Calendar
Contacts
Tasks
Inbox
From
Subject
Received
Size
Date: Yesterday
Miltner, Jan E CI... RE: Status of Soldiers Thu 5/25/2006... 36 KB
Snow, Linda G CI... RE: Exchange Acct Thu 5/25/2006... 4 KB
Reed, Sharon S ... FW: Status of Soldiers Thu 5/25/2006... 577 KB
Hiracheta, Peter ... Read: Dusty Wyatt Thu 5/25/2006... 539 B
Prestridge, Kanis... RE: Status of Soldiers Thu 5/25/2006... 579 KB
Loeffert, Kathrin... RE: Status of Soldiers Thu 5/25/2006... 5 KB
Reed, Sharon S ... Status of Published Users Thu 5/25/2006... 15 KB
Miltner, Jan E CI... Exchange 1KB Accts. Thu 5/25/2006... 14 KB
Morris, Laurie A ... Individuals that need to see me to publis... Thu 5/25/2006... 9 KB
Preston, Jim L CI... Hood Thu 5/25/2006... 323 KB
Date: Wednesday
Date: Wednesday
RE: Exchange Acct
Snow, Linda G CIV USA DOIM/SMB
To: Miller, Kelley M CIV USA DOIM/IA
797 Items
Online

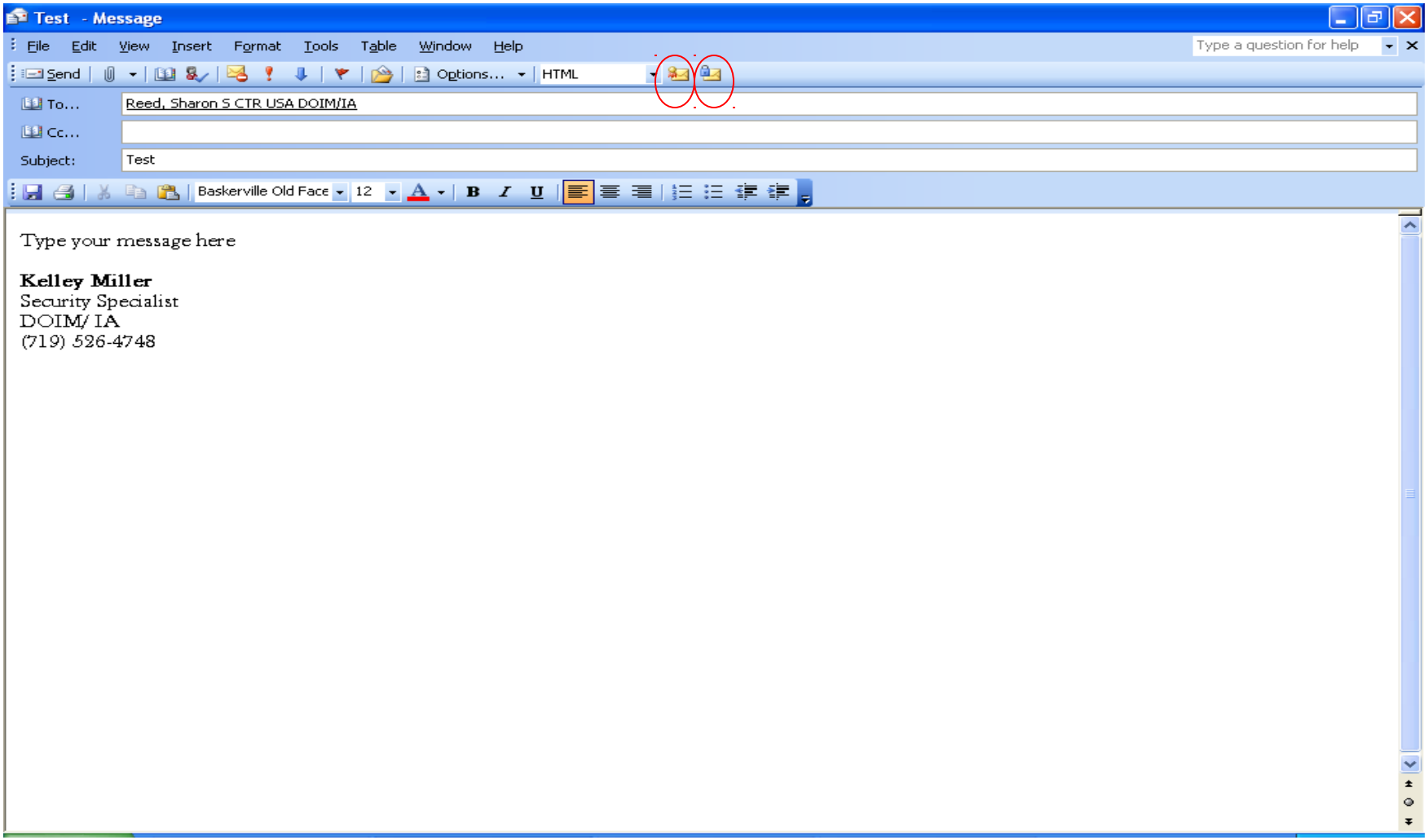
Open Outlook, Select “New”



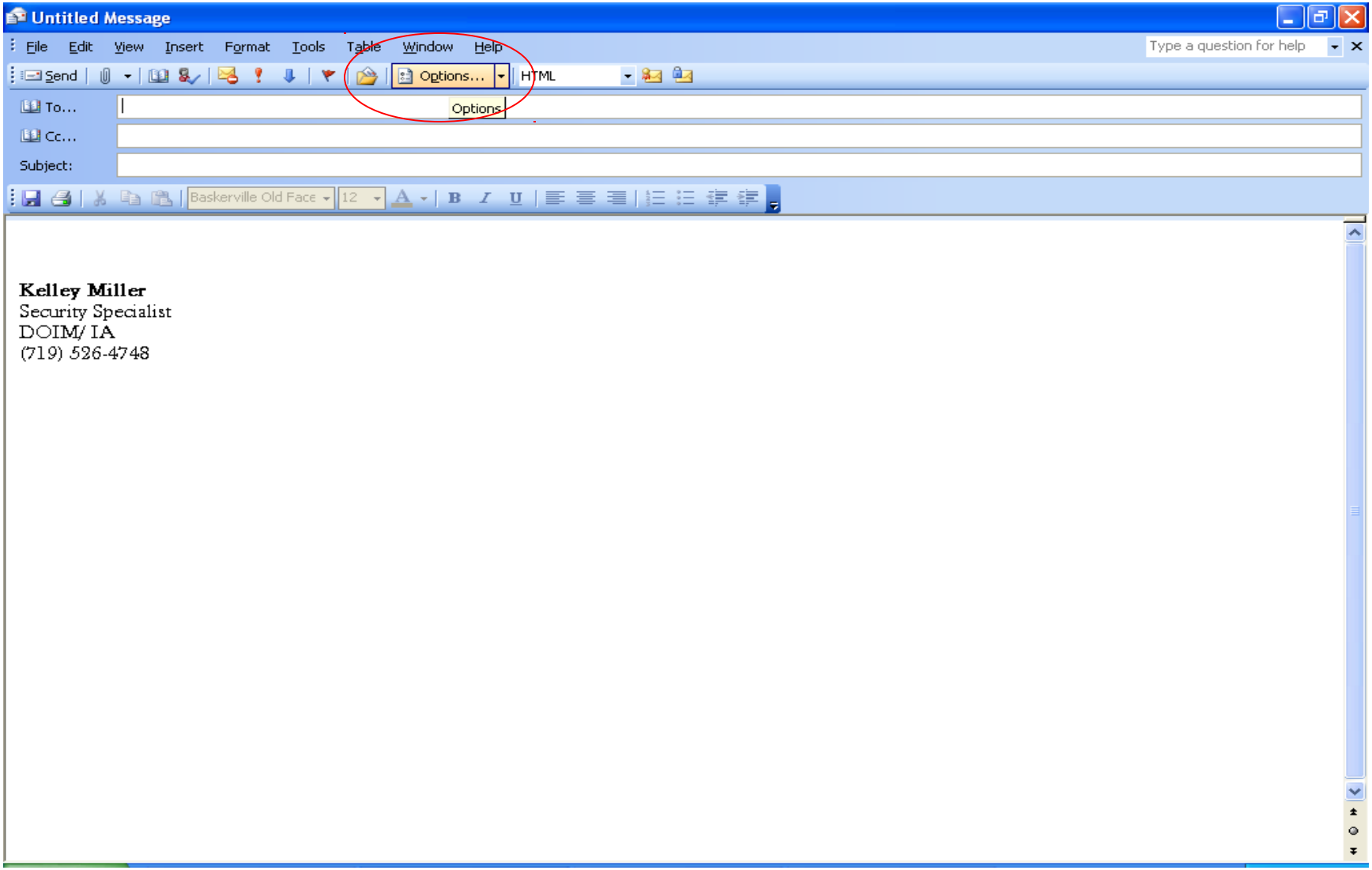
- Choose a recipient by clicking on “To”


Select Names
Type Name or Select from List:
reed, sh
Show Names from the:
Global Address List
Name
Business Phone
Office
Reed, Sharon S CTR USA DOIM/IA 719.526.2765 IA, Se
Reed, Timothy C SSG--31ST ADA... 254.287.5695
Reed, Zack A SGT USA 3ACR/SP... 719.526.0761 A Trp
Reeder, Tami SSG--1CD 3BDE HHC 254.553.2868
Rees, Raymond F, MG (503) 945-3991
Reese, Ledger M CIV USA GRM 719.526.5399 DRM,
Reese, Michael P SGT -1CD SUR... 553.2947
Reese, Nicholas SGT 1CD STB 3R... 254.287.5520
Reese, Randall M CTR USA FLRC... 719.526.3542 FLRC-
Reese, Robert BG
Reese, Robert SGT--3SIG HHC 254.287.1024
Message Recipients
To ->
Cc ->
Bcc ->
Advanced
OK
Cancel

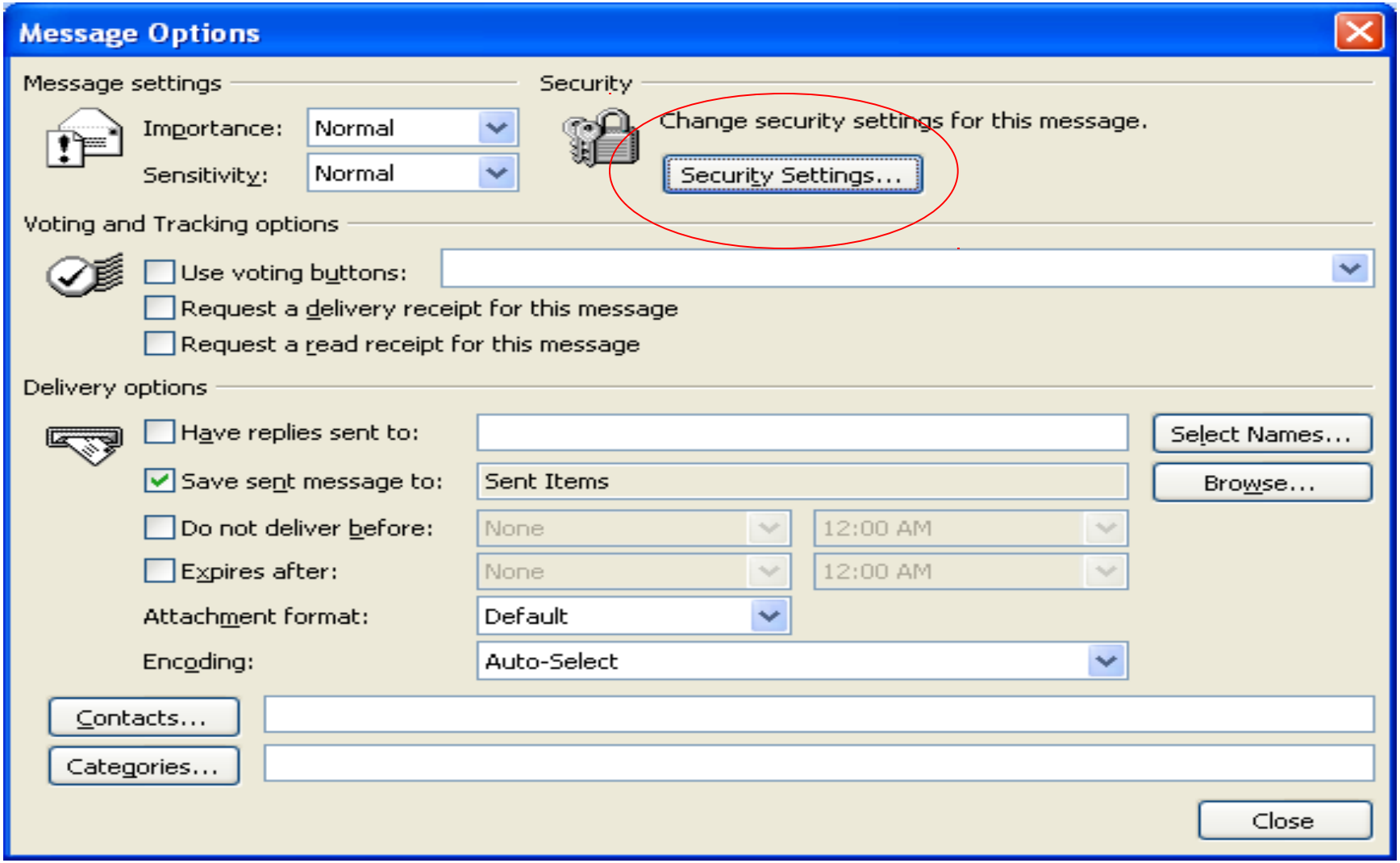
Double Click on recipient’s name



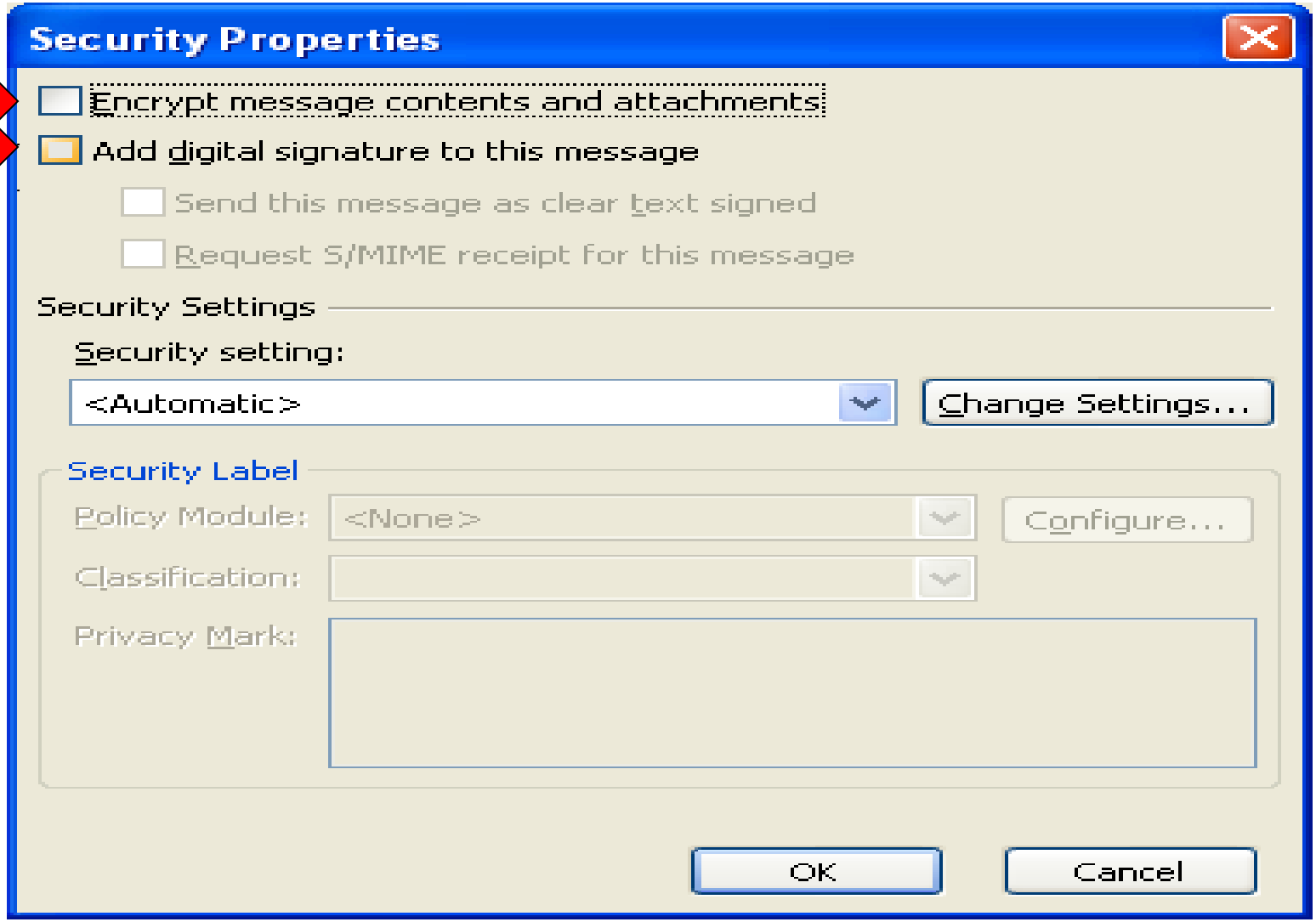
Before you send your message click on the envelope with the red seal to Digitally Sign the message and/or the envelope with the blue lock to Encrypt.



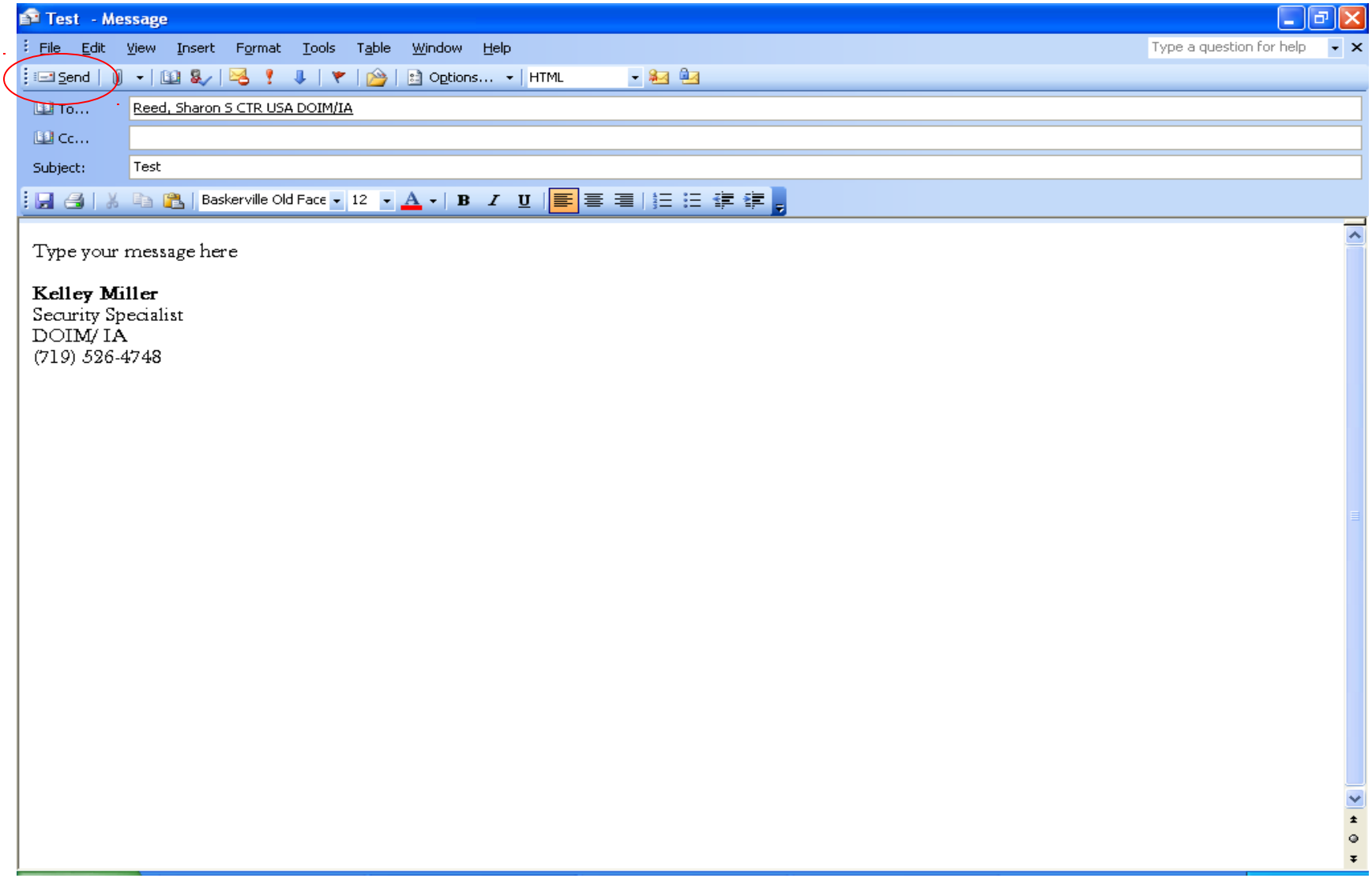
If the two envelopes are not present, select “Options”



Click on “Security Settings”

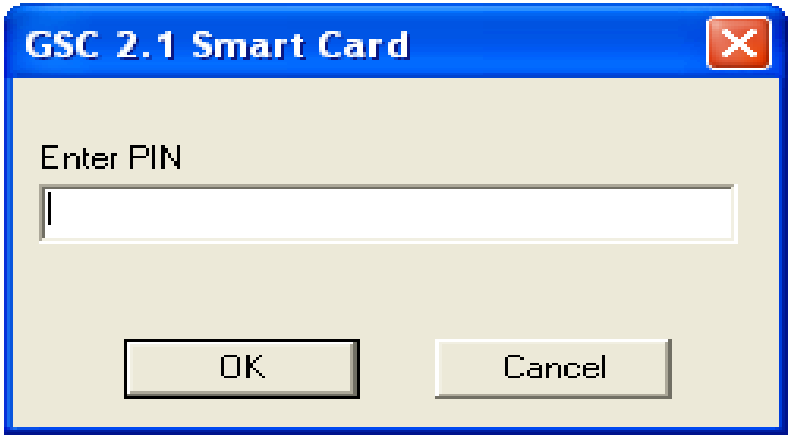


Select the box of your choice, whether it be Encrypt and/or Digital Signature



Click “send” to Send message

Type in your PIN



Click OK

NOTE:

Your CAC is good for a session. A session is defined as the first time you insert your CAC in the reader and enter your PIN until the time you remove your CAC from the reader.

If you are in the same CAC session, you will not be prompted for your PIN to send Encrypted or Digitally Signed e-mail.